catholiccare
DIOCESE OF WOLLONGONG

Easy Read

Child Safeguarding - Disciplinary Misconduct (Reportable Conduct)



Please be aware that this easy read and supporting documents include content that may be upsetting, particularly for victims and survivors of child abuse. Support is available for anyone who needs it, including through:

- CatholicCare Diocese of Wollongong: (02) 4227 1122
- Lifeline:131 114
- Kids Helpline: 1800 55 1800.

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How to use this guide

CatholicCare Wollongong wrote this guide.

When you see 'we' or 'us' it means

CatholicCare Wollongong.

We wrote this guide in an easy to read way.

We use pictures to explain some ideas.

Bold

Not Bold

We wrote some important words in **bold.**

This means the letters are thicker and darker.



We explain what these bold words mean.

There is a list of these word on page 16



This Easy Read is a summary of another document.

This means it only has the most important ideas.



You can find the other document on our website.

Child Safety | CatholicCare (dow.org.au)



You can ask us for a copy of the other document.



You can ask for help to read this guide.

A friend, family member or support person may be able to help you.

Why do we have a child safe disciplinary misconduct (reportable conduct) policy



A policy is

- a plan for how we should do things.
- where rules come from.



We have a child safe disciplinary misconduct policy because everyone including our staff must follow the rules with keeping children safe.



Disciplinary misconduct happens if one of these things happens to a child or young person

- sexual offence or misconduct.
- bad treatment or neglect.
- an assault.

- any behaviour that causes serious emotional or mental harm.



This is our promise on what we will do to keep children and young people safe.



We will follow the **NSW Child Safe Standards** to make sure children and young people in our care are

- safe
- treated fair
- included.

These standards were made by the NSW Government and the **Office of the Children's Guardian.**



Everyone will know how to behave with children and young people. This includes our

- employees

- foster carers
- advisors
- contractors

What does this policy cover?



How we are working to being a child safe organisation.



Being a child safe organisation means we work very hard to keep children and young people safe and happy.



We will help children and young people and their families be included and treated fairly.



We will treat all children and young people with respect



We will believe what children and young people tell us and we will listen to them.



We will follow the law.



We will deal with staff who do not follow the rules or the law.



Anyone who is not following the rules will be investigated.



Staff must tell someone if they know or think someone isn't doing the right thing.



Any form of abuse or neglect is not ok.



We will take action to investigate what was said to us.



Sometimes we may move the employee to another part of our business while we investigate what was said to us.



We may also tell them to stop working for us while we investigate what was said.



Once we have investigated what was said we may keep records, so we know what happened.



We only talk about what happened to some people if we have to like the police.

Staff might get into trouble from the police if they done something very bad.

What our staff will do



All our staff support this policy



This policy applies to all staff.



We will never make an adult’s beliefs more important than a child or young person's where their beliefs may differ.

Our staff will



- be trained how to work with children or young people.
- make sure they can spot if children or young people are being abused.
- tell their manager if they think a child or young person is not safe.
- have additional checks like working with children check to make sure they are allowed to work with children.
- tell the right people so the child can get help if a child tells us they are safe.
- follow the rules and report correctly.





If any staff find out about a child being hurt, they must tell their manager straight away.



Once the manager is told they must tell other people including some people in the executive leadership team.



When our **Chief Operating Officer** is made aware he will get someone to check what was said about our staff member.

Depending on what was said we may also need to tell other people like the **Office of the Children's Guardian.**

We may also need to tell the police.



Our staff will

- be trained on how to work with children.
- make sure they can spot if children or young people are being abused.
- tell their manager straight away if they think a child or young person is not safe.



Our managers will

- understand the law and what we must do if a child or young person is in danger.
- make sure employees follow this policy.
- train employees so they understand the rules.



Our **Executive Leadership Team** will

- make sure we review our policy regularly.
- make sure our staff understand the policy.
- Support staff to safely look after children.



All staff will understand what will happen if they don’t follow the rules and put any child in harm's way.

What our staff will not do



We will not hit anyone



We will not kick anyone



We will not punch anyone



We will not push anyone



We will not kiss anyone.



We will not be touch anyone in a sexual nature



We will not show a child or young person rude things - such as pornography.



We will not watch anyone undress or use the bathroom unless they require support to do so.



We will not leave children or young people alone or exclude children and young people



We will not hurt a child or young person on purpose.



We will not make a child or young person do anything that makes them feel bad or that is against their beliefs.

Definitions



Violence means to use physical force to hurt someone



Abuse means to treat someone bad or with cruelty.



Sexual Abuse can be physical, verbal, or emotional. It is forced unwanted sexual contact



Physical Abuse is when you hurt someone on purpose. Such as pinching, choking or kicking.



Emotional Abuse or **Psychological harm** is when someone regularly tries to make another person feel bad.



Neglect means to fail to care for someone.



Harm means to cause injury.



Discrimination is when someone is treated poorly because of their background.



Grooming is when someone befriends a child for the reason to harm them.



Online Grooming is when someone befriends a child online with the plan to bring harm to the child.



A **child** is a person under the age of 16 years of age



A **young person** is aged 16 years or above but under 18 years old.

Office of the Children's Guardian is a government department that makes sure other organisations uphold children and young people's rights to be safe.



NSW Child Safe Standards are the rules we follow to make sure children are safe.



Reportable conduct means we must tell others about staff's bad behaviour or breaking rules.



Disciplinary misconduct bad behaviour by a staff member that may lead to suspension or ending employment.



Illegal activities means bad behaviour and breaking the law.



Endangerment means to expose others to possible harm or danger.



Allegations means to say that someone has done something wrong or illegal.



Chief Operating Officer is the person who handles our investigations.



Executive leadership team are a group of managers from all services.

Need more help?



You can get support to read this document.



You can ask for support from a

- Family member
- Friend
- Support worker



If you need help straight away, you should

- Call 000



You can call us from 9am to 5pm, Monday to Friday



You can call us on (02) 4227 1122.



You can send us an email.

info@catholiccare.dow.org.au

You can write to us.



- PO Box 1174 Wollongong NSW 2500
- 35A Cordeaux Street, Campbelltown NSW 2560
- PO Box 1255 Nowra NSW 2541



You can go to our website.

www.catholiccare.dow.org.au

You can visit one of our offices.



- 25-27 Auburn Street Wollongong NSW 2500
- 35A Cordeaux Street, Campbelltown NSW 2560
- 55 Worrigee Street Nowra NSW 2541